

1. Date		FORM CD-386 (6-82) LF DAO 219-4		U.S. DEPARTMENT OF COMMERCE	
2. Name of person to contact for additional information		Telephone No.		AUDIOVISUAL EQUIPMENT REQUEST	
3. Estimated cost					
INSTRUCTIONS: Submit an original and two copies through requesting agency's Public Affairs Office to the Audiovisual Division, Office of Public Affairs.					
4. Name of requesting organization					
5. Describe needed equipment					
6. What is equipment to be used for?					
7. Where will equipment be located?					
8. Source of funds					
9. Indicate any steps taken to assure that similar equipment is not available to meet the objectives					
10. Approval by Originating Office					
<div>_____</div> <div>SignatureTitleDate</div>					
11. Approval by Audiovisual Review Committee					
<div>_____</div> <div>SignatureTitleDate</div>					